



The U.S. Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for State Sexual Assault and Domestic Violence Coalitions Program. This program furthers the Department's mission by advancing the goals of the Violence Against Women Act by supporting State coalitions to serve as a collective voice to end violence against women through collaboration with federal, state, and local organizations, provide direct support to member programs through funding, training and technical assistance, public awareness activities and public policy advocacy, and ultimately to fundamentally change the way that criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

OVW FY 2007 Grants to State Sexual Assault and Domestic Violence Coalitions Program Solicitation

Eligibility

Applicants are limited to
State Sexual Assault and Domestic Violence Coalitions
(See "Eligibility," page 4)

Deadline

All applicants should register online with GMS by **February 14, 2007**.
All applications are due by 8:00 p.m. EST on March 6, 2007.
(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact the Office on Violence Against Women at (202) 307-6026.

This application must be submitted through U.S. Department of Justice's Office of Justice Programs' (OJP) Online Grants Management System (GMS). For technical assistance with submitting the application, call the GMS Helpdesk at 1-888-549-9901.

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Grants to State Sexual Assault and Domestic Violence Coalitions Program (CFDA 16.556)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Grants to State Sexual Assault and Domestic Violence Coalitions Program

Since the enactment of the Violence Against Women Act (VAWA), groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way criminal justice agencies, victim advocacy organizations, and service providers within local communities address victim safety and offender accountability.

State coalitions have played a critical role in advancing the goals of VAWA, serving as a collective voice to end violence against women through collaboration with federal, state, and local organizations. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness activities, and public policy advocacy (i.e., State coalitions might work with law enforcement, prosecution, faith-based and other community agencies to enhance their responses to victims of domestic violence and sexual assault.). Statewide domestic violence coalitions provide comparable support to member battered women's shelters and other domestic violence victim service providers.

For approximately one third of states and territories, these support services are provided through a single dual sexual assault and domestic violence coalition. For the small number of states where multiple state sexual assault and/or domestic violence coalitions exist, only those who meet statutory eligibility requirements will be eligible (See Appendix A).

Deadline: Registration

The Grants Management System (GMS) registration deadline is **February 14, 2007**. It may take up to one week for you to receive confirmation that you are eligible to apply. Applicants should retain proof of timely submission.

(Additional note: OVW discretionary competitive programs are required to submit their applications through Grants.gov. However, the State Sexual Assault and Domestic Violence

Coalitions Program is not a discretionary program. It will continue to be submitted through **GMS**.)

Deadline: Application

The due date for applying for funding under this announcement is 8:00 pm E.S.T., **March 6, 2007**, and, will be accepted only through the U.S. Department of Justice's Office of Justice Programs' (OJP) Online Grant Management System (GMS).

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.

By statute, eligible entities for this program are:

- **State Sexual Assault Coalitions (See Appendix A for a list of eligible coalitions)**
Awards will be made to each State sexual assault coalition, as identified by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. § 280b et seq.).
- **State Domestic Violence Coalitions (See Appendix A)**
Awards will be made to each State domestic violence coalition, as identified by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. § 10410 et seq.).
- An eligible dual coalition is one that is identified as both an eligible domestic violence coalition and an eligible sexual assault coalition.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

OVW State Sexual Assault and Domestic Violence Coalitions Program – Specific Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 12 months. **Budgets must reflect 12 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 12 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. State Sexual Assault and Domestic Violence Coalitions Program funds for FY 2007 will be awarded based on the following guidelines:

- Awards in the amount of (insert amount) will be made to the eligible sexual assault and domestic violence coalition in each state, the District of Columbia, the Commonwealth of Puerto Rico, and the following Territories of the United States: American Samoa, Guam, Northern Mariana Islands, and Virgin Islands.
- States with eligible dual sexual and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds in its budget to sexual assault and domestic violence related activities.

Program Scope

Statutory Program Purposes:

By statute, funds under the Grants to State Sexual Assault and Domestic Violence Coalitions Program may be used for the following purposes:

- Coordinating state victim services activities; and
- Collaborating and coordinating with federal, state, and local entities engaged in violence against women activities.

Examples of activities that may be supported:

Grant funds may be used for activities related to the implementation of the Violence Against Women Act, including:

- Providing technical assistance to member agencies;
- Expanding the technological capacity of coalitions and/or member programs;
- Developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;

- Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- Bringing local programs together to identify gaps in services and to coordinate activities;
- Increasing the representation of underserved populations in coordination activities, including providing financial assistance to underserved communities to participate in planning meetings, task forces, committees, etc.;
- Engaging in activities that promote coalition building at the local and/or state level; and
- Coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or requiring victims to participate in criminal proceedings;
- Court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Unallowable Activities

Grant funds under the State Sexual Assault and Domestic Violence Coalitions Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying or lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (***this prohibition pertains to lobbying of federal, state, local, and tribal governmental officials***);
- Fundraising;
- Research projects;
- Sub-contracting grant funds to member programs for the provision of direct services;
- Building modifications, including such seemingly minor activities as carpeting and painting;
- Hiring a grant writer or paying any portion of staff salaries for this purpose; or
- Addressing child abuse outside the context of domestic violence and/or sexual assault.

Match Requirement

The Violence Against Women Act 2005, as amended, created a new provision eliminating match in certain circumstances and providing for waivers of match in other circumstances. Specifically, 42 U.S.C. 13925 (b)(1) provides:

No matching funds shall be required for any grant or subgrant made under this Act for any tribe, territory, or **victim service provider**. Hence, no match is required.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<i>Objective</i>	<i>Performance Measures</i>	<i>Data Grantee Provides</i>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) the number of member programs belonging to the coalition; 2) the number of trainings conducted by the coalition; and, 3) the number of participants attending coalition trainings.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/statecoalitions/statecoalitionssemiorm.pdf for a sample form.

How to Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. **Rightfaxed applications will not be accepted. Certain supporting documentation, however, may be submitted to GMS via Rightfax, 202-354-4147, as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to OJP's Grants Management System.)

CFDA Number: The Catalog of Federal Domestic Assistance number for this program is 16.556, titled, "FY 2007 State Sexual Assault and Domestic Violence Coalitions Program."

A DUNS Number is Required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for

a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced;
- 8½ x 11 inch paper;
- One inch margins;
- Type no smaller than 12 point, Times New Roman font;
- No more than one page for Summary Data Sheet; and
- No more than 10 pages for the Project Narrative.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.556 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

Program Narrative (Not to exceed 10 pages double spaced)

The following narrative will be submitted as an attachment in GMS.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official.

B. What Will Be Done

This section should briefly:

- Describe project goals and objectives;
- Describe tasks and activities necessary for accomplishing each, and including a time line that identifies when activities will be accomplished; and
- Describe products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to OVW for review prior to public release.

Budget Detail Worksheet and Narrative

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in GMS. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation.

Budget Caps

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. State Sexual Assault and Domestic Violence Coalitions Program funds for FY 2007 will be awarded based on the following guidelines:

- Awards in the amount of (insert amount) will be made to the eligible sexual assault and domestic violence coalition in each state, the District of Columbia, the Commonwealth of Puerto Rico, and the following Territories of the United States: American Samoa, Guam, Northern Mariana Islands, and Virgin Islands.
- States with eligible dual sexual and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds in its budget to sexual assault and domestic violence related activities.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in the amount of \$5,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs’ (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at: http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide (www.ojp.usdoj.gov/FinGuide/)
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs' and its components are deemed to refer to the Office on Violence Against Women, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Rightfaxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via Rightfax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to OJP's Grants Management System.)

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet and project narrative;
- The budget, budget summary, and budget narrative;
- Letter of non-supplanting; and
- Financial Capability Questionnaire, if applicable.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.usdoj.gov/ovw. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

APPENDIX A

Eligible State Sexual Assault and Domestic Violence Coalition Programs

Eligible Applicants

According to the statutory eligibility requirements, **ONLY** the following entities may apply for funding under this grant program:

State Sexual Assault Coalitions

Alabama Coalition Against Rape
Arizona Sexual Assault Network
Arkansas Coalition Against Sexual Assault
California Coalition Against Sexual Assault
Colorado Coalition Against Sexual Assault
Connecticut Sexual Assault Crisis Services, Inc.
CONTACT Delaware, Inc.
DC Rape Crisis Center
Flo Ainu'u (American Samoa)
Florida Council Against Sexual Violence
Georgia Network to End Sexual Assault
Guam Healing Hearts Crisis Center/Department of Mental Health
Hawaii Coalition Against Sexual Assault
Illinois Coalition Against Sexual Assault
Indiana Coalition Against Sexual Assault
Iowa Coalition Against Sexual Assault
Kentucky Association of Sexual Assault Programs
Louisiana Foundation Against Sexual Assault
Maine Coalition Against Sexual Assault
Maryland Coalition Against Sexual Assault
Minnesota Coalition Against Sexual Assault
Mississippi Coalition Against Sexual Assault
Missouri Coalition Against Sexual Assault
Nevada Coalition Against Sexual Assault
New Jersey Coalition Against Sexual Assault
New Mexico Coalition of Sexual Assault Programs, Inc.
New York State Coalition Against Sexual Assault
North Carolina Coalition Against Sexual Assault
Ohio Coalition on Sexual Assault
Pennsylvania Coalition Against Rape
Sexual Assault & Trauma Resource Center of Rhode Island
Texas Association Against Sexual Assault
Utah Coalition Against Sexual Assault
Washington Coalition of Sexual Assault Programs, Inc.
West Virginia Foundation for Rape Information and Services
Wisconsin Coalition Against Sexual Assault

State Domestic Violence Coalitions

Alabama Coalition Against Domestic Violence
Arizona Coalition Against Domestic Violence
Arkansas Coalition Against Domestic Violence
California Partnership to End Domestic Violence
Colorado Coalition Against Domestic Violence
Connecticut Coalition Against Domestic Violence
DC Coalition Against Domestic Violence

Delaware Coalition Against Domestic Violence
Florida Coalition Against Domestic Violence
Georgia Coalition Against Domestic Violence
Hawaii State Coalition Against Domestic Violence
Illinois Coalition Against Domestic Violence
Indiana Coalition Against Domestic Violence
Iowa Coalition Against Domestic Violence
Kentucky Domestic Violence Association
Louisiana Coalition Against Domestic Violence
Maine Coalition to End Domestic Violence Services
Maryland Network Against Domestic Violence
Minnesota Coalition for Battered Women
Mississippi Coalition Against Domestic Violence
Missouri Coalition Against Domestic Violence
Nevada Network Against Domestic Violence
New Jersey Coalition for Battered Women
New Mexico Coalition Against Domestic Violence
New York State Coalition Against Domestic Violence
North Carolina Coalition Against Domestic Violence
Ohio Domestic Violence Network
Pennsylvania Coalition Against Domestic Violence
Rhode Island Coalition Against Domestic Violence
Texas Council on Family Violence
Utah Domestic Violence Advisory Council
Washington State Coalition Against Domestic Violence
Wisconsin Coalition Against Domestic Violence
West Virginia Coalition Against Domestic Violence

Dual Sexual Assault and Domestic Violence Coalitions

Alaska Network on Domestic Violence and Sexual Assault
Coordinadora Paz Para La Mujer, Inc.
Idaho Coalition Against Sexual and Domestic Violence
Jane Doe, Inc.
Kansas Coalition Against Sexual Assault & Domestic Violence
Michigan Coalition Against Domestic Violence and Sexual Assault
Montana Coalition Against Domestic and Sexual Violence
Nebraska Domestic Violence and Sexual Assault Coalition
New Hampshire Coalition Against Domestic and Sexual Violence
North Dakota Council on Abused Women's Services/CASA
Oklahoma Coalition Against Domestic Violence and Sexual Assault
Oregon Coalition Against Domestic and Sexual Violence
South Carolina Coalition Against Domestic Violence and Sexual Assault
South Dakota Coalition Against Domestic Violence and Sexual Assault
Tennessee Coalition Against Domestic Violence and Sexual Assault
Vermont Network Against Domestic Violence and Sexual Assault
Virginia Sexual and Domestic Violence Action Alliance
Women's Coalition of St. Croix
Wyoming Coalition Against Domestic and Sexual Violence

APPENDIX B

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

**Quick-Start Guide to Using the Office of Justice Programs'
Online Grants Management System (GMS)**

- ◆ Step 1. Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to GMS, which will provide online "help" screens.
- ◆ Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OVW grant funding.
- ◆ Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2007 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ Step 4. To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g., MOU, and letter of non-supplanting) must be faxed to (202) 354-4147. *You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

**If you do not have an Internet account, call OVW at 202-307-6026 for assistance.*

APPENDIX C

SAMPLE BUDGET

SAMPLE

TRAVEL SECTION ONLY

Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
OVW technical assistance and travel:				
One coalition representative will attend 5 training/technical assistance sessions				
Place TBD				
Airfare		\$525 x 1 person x 5 trips		\$2,625
Hotel		\$75 x 1 person x 5 trips x 4 nights		\$1,500
Per Diem		\$35 x 1 person x 5 trips x 5 days		\$ 875
TOTAL				\$5,000

APPENDIX D

LETTER OF NONSUPPLANTING

[Applicant Letterhead]

[date]

**Mary Beth Buchanan, Acting Director
Office on Violence Against Women
800 K Street, NW
Washington, DC 20531**

Dear Ms. Buchanan:

[Applicant] certifies that any funds awarded through the Grant to State Sexual Assault and Domestic Violence Coalitions Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing support services to sexual assault and domestic violence coalitions and their member programs. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]